



KVOA COMMUNICATIONS, INC.
 P.O. Box 5188, Tucson, Arizona 85703-0188
 Studios at 209 W. Elm, 85705-6538
 Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

For Internal Station Use
 This Form Should Be Used to Create a Job Vacancy Folder
 For Each Vacancy at the Station(s)
 Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

- Job Title: Promotions Producer
- Station: KVOA-TV
- Date Position Opened: 12/21/11
- Date Position Filled: 2/6/12
- Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes []

No []

II. Interviews

- List of people interviewed for this position:

Name	Date	Recruitment Source
Brendt Dotson	1/26/12	TUjobs.com
Viola Watson	1/18/12	in-house
Ian Hubbell	1/25/12	website KVOA.com
ARON Watson	1/16/12	?

2. Total number of people interviewed for this position: 4

3. Total number of applicants for this job: 13

III. Hiree

Person ultimately hired for this position:

Name: Ian Hubbell

Recruitment Source: Station website

Approval:

General Manager: Bill h Date: 2/13/12



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Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 12/14/11
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: _____
Date Sent: 12/14/11
Attach proof of sending to third party.
Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 12/14/11
Attach a copy of the current list of such organizations.
Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

Creative Services Producer

Posted: Dec 13, 2011 4:56 PM

KVOA-TV(NBC) in Tucson, AZ has an opening for a Promotion Producer in the Creative Services Department. You must be able to do it all...write, shoot & edit...and hopefully, you'll be great in at least one of the three! Requirements include strong creative writing skills, the ability to shoot video on-location, lift & carry necessary equipment, proficiency editing on Final Cut Pro and knowledge of ENPS is a plus. Candidate should be able to work quickly to meet deadlines. Interested applicants should send resume, demo reel(or link) and cover letter to:

Like

Tweet 0

SHARE

Rating:
0.0 (0 votes)

Jeff Clemons
KVOA-TV Creative Services Director
209 W. Elm Street
Tucson, Arizona 85705
jclemons@kvoa.com

NO PHONE CALLS PLEASE.

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PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.

MOTOR VEHICLE RECORD REQUIRED.

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Position Openings *Creative Services Producer* has been created.

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Creative Services Producer

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jclemons@kvoa.com

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To apply, send resume, cover letter and contact information to:

Jeff
Clemons
KVOA.com

, AL



Phone:

Fax:

Email contact form

• Locations: AZ-Tucson

• Departments: Production - television

 [Printer-friendly version](#)  [Send to friend](#)

LATEST FROM CORDILLERA NEWSROOMS

- RAW VIDEO: Pilot of crashed chopper arrives at UMC
KVOA.com - 1 hour 17 min ago
- Magnitude 3.5 earthquake rattles Western Montana
KBZK.com - 1 hour 17 min ago
- Gun found in Missoula high school reported stolen
KAJ18.com - 1 hour 17 min ago
- Atascadero City Council appoints new mayor
KSBY.com - 1 hour 17 min ago
- GF Central Catholic students baking cookies for seniors
KRTV.com - 1 hour 17 min ago
- McMath Resigns as Moody Head Football Coach
KRISTV.com - 1 hour 17 min ago
- McMath Resigns as Moody Head Football Coach
KZTV10.com - 1 hour 17 min ago

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careerpage.org

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To apply: Interested applicants should send resume, demo reel (or link) and cover letter to: Jeff Clemons KVOA-TV Creative Services Director 209 W. Elm Street Tucson, Arizona 85705 jclemons@kvoa.com NO PHONE CALLS PLEASE. KVOA IS AN EQUAL OPPORTUNITY EMPLOYER. PRE-EMPLOYMENT DRUG TESTING IS REQUIRED. MOTOR VEHICLE RECORD REQUIRED.

Contact: Jeff Clemons by 2012-01-14
Tucson, AZ 85705

Creative Services Producer

Posted: 2011-12-14
Tucson, AZ

Description: KVOA-TV(NBC) in Tucson, AZ has an opening for a Promotion Producer in the Creative Services Department.

Responsibilities:

Requirements: You must be able to do it all...write, shoot & edit...and hopefully, you'll be great in at least one of the three! Requirements include strong creative writing skills, the ability to shoot video on-location, lift & carry necessary equipment, proficiency editing on Final Cut Pro and knowledge of ENPS is a plus. Candidate should be able to work quickly to meet deadlines.

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National Alliance of State Broadcasters Associations

CAREER

JOBS

Creative Services Producer

14 DECEMBER 2011

Type: News

Organization: KVOA-TV (*ABA MEMBER)

Location: Tucson, Arizona

Description: KVOA-TV(NBC) in Tucson, AZ has an opening for a Promotion Producer in the Creative Services Department. You must be able to do it all...write, shoot & edit... and hopefully, you'll be great in at least one of the three! Requirements include strong creative writing skills, the ability to shoot video on-location, lift & carry necessary equipment, proficiency editing on Final Cut Pro and knowledge of ENPS is a plus. Candidate should be able to work quickly to meet deadlines.

Contact: Interested applicants should send resume, demo reel(or link) and cover letter to:

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209 W. Elm Street
Tucson, Arizona 85705
jclemons@kvoa.com

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Broadcast Employment Services

KVOA (NBC) Tucson, Arizona

Position Creative Services Producer
Station Ownership Cordillera
Station Slogan "News 4 Tucson"
Reference # TVJ#34175546
Type Television
Full / Part Full Time - Regular
Experience See Ad
Posted 12/14/2011
Closes 1/14/2012
Time Left 31 Days
DMA #70
Found In Promotion Producer

**Creative Services Producer**

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**Supplemental Information**

Salary Type	
Salary Range	
Starting Salary / Year	
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	
Workweek	
Scheduled on Holidays	
Start Date	
Probation Period	
Benefits	Yes
Benefit Premium	Partially Paid By Company
401K Plan	Available
Vacation	Yes
Paid Sick Leave	Yes - Full Time Only
Phone Calls	
Agent Phone Calls	No Phone Calls Please
Résumé	Required
Cover Letter	Required
References	
Salary History	
Tape / Reel	Required
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	No
TVJobs.com E-Résumé	Yes
Degree Required	
Contract Required	

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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 **Send Resume**

Annual E-Résumé subscription
or DigitalTalent résumé required.

[[View other KVOA job listings](#)]

Contract Length

Special Requirements

Driver's License

Insurance

Good Driving Record

Preferred

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Negotiable

Union Position

No

Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

No

Drug Screen

Yes

Proof of Eligibility to work in
U.S. Required

Yes

Equal Opportunity
Employment

Yes

EOE Data Form

Yes

Wildcat JobLink


Creative Services Producer

KVOA Communications

Posted: Dec 14, 2011

DIVISION N/A

POSITION TYPE Full Time, Regular

SALARY LEVEL Negotiable **Important Dates****Posted On:**

Dec 14, 2011

Applications Accepted Until:

Jan 14, 2012

DESCRIPTION

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LOCATION**City**

Tucson

State/Province

Arizona

Country

United States

JOB FUNCTION

Communications Related

CONTACT INFORMATION

Mrs. Gabriella Trejo
Human Resources
209 W. Elm
Tucson, Arizona 85705
520-792-2270
United States

<http://kvoa.com>

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Student Union Memorial Center

Mississippi University for Women

College Central Network Services

December 14, 2011

Job Detail Information**Job Information****Job ID** 2457988**Job Title** Creative Services Producer

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Job Description Jeff Clemons
KVOA-TV Creative Services Director
209 W. Elm Street
Tucson, Arizona 85705
jclemons@kvoa.com

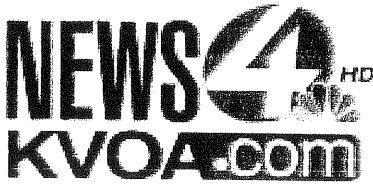
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Type of Job Full Time**Job Location** Tucson, Arizona**Posting Date** 12/18/2011**Expiration Date** 01/14/2012**Job Requirements****Degrees Wanted** None Required**Majors Wanted** Any Major**Job Targets Wanted** Any Job Target**Special Skills Wanted****Other Job Requirements****Company Information****Company Name** KVOA Communications, Inc.**Employer Web Site** <http://www.kvoa.com>**Company Description** Cordillera Communications - A Division of Evening Post Publishing**Equal Opportunity Employer** Yes**Contact Information**

Name: Gabriella Trejo
Address: 209 West Elm St
Tucson, AZ 85705
Contact **Phone:** (520) 884-4604
Fax: 520-884-4639
Email: gtrejo@kvoa.com

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Mail		
D.E.S. Vocational Rehabilitation 400 W Congress #420 Tucson AZ 85701	Wonita Yodice Tel: 628-6810	YES ✓
Tetra Corporation PO Box 50544 Tucson AZ 85703	Mary Lespron Tel: 622-4874 ext 130	YES ✓
Tucson Black Chamber of Commerce P.O. Box 2385 Tucson AZ 85702-2385	Shirley Hockett	YES ✓
Community Outreach Prog for the Deaf & Blind 268 W Adams St Tucson AZ 85705	Jane Kiser-Schmidt	YES ✓
Tohono O'adham Nation PO Box 837 Sells AZ 85634	Freddie Lopez	YES ✓
KUAT Communications PO Box 210067 Tucson AZ 85721	Terri Sweet Tel: 520-621-5828	YES ✓
National Assoc. of Black Journalists University of Maryland 1100 Knight Hall, Suite 3100 College Park, MD 20742	Ryan Williams Tel: 301-405-0248	YES ✓
Scottsdale Community College 9000 East Chaparral Road Scottsdale, AZ 85253	Raymond Dixon Tel: 480-423-6523	YES ✓



CREATIVE SERVICES PRODUCER

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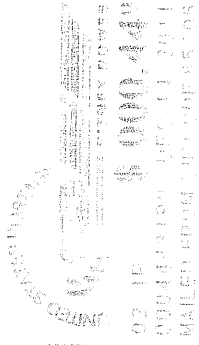
Jeff Clemons
KVOA-TV Creative Services Director
209 W. Elm Street
Tucson, Arizona 85705
jclemons@kvoa.com

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D.E.S. Vocational Rehabilitation
400 W. Congress #420
Tucson, AZ 85701



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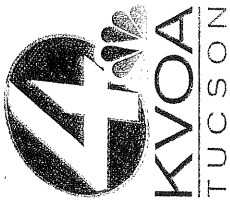
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Tetra Corporation
P.O. Box 50544
Tucson, AZ 85703



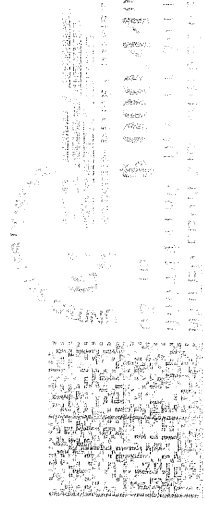


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Tucson Black Chamber of Commerce
P.O. Box 2385
Tucson, AZ 85702-2385



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Community Outreach Program
for the Deaf & Blind
268 W. Adams St.
Tucson, AZ 85705





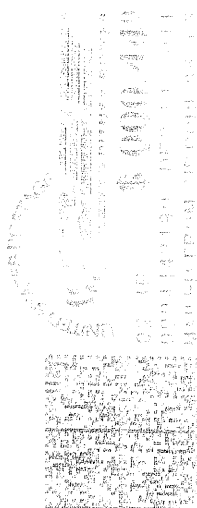
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Tohono O'odham Nation
P.O. Box 837
Sells, AZ 85634





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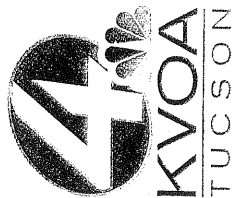
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KUAT Communications

P.O. Box 210067

Tucson, AZ 85721





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National Assoc. of Black Journalists
1100 Knight Hall, Suite 3100
College Park, MD 20742





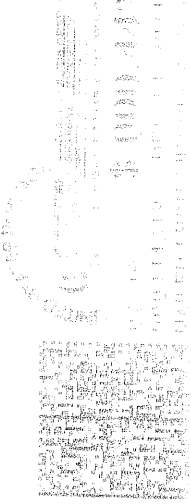
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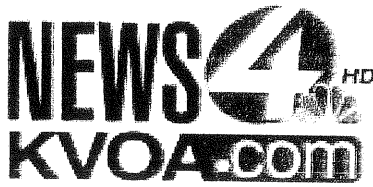
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kvoa.com

Scottsdale Community College
9000 E. Chaparral Road
Scottsdale, AZ 85253



Mail		
Chicano/Hispanic Student Affairs Economics 23 PO Box 210023 Tucson AZ 85721	Leona R. Puente	NO ✓
LULAC PO Box 2443 Tucson AZ 85702	Richard Fimbres	NO ✓
Access Tucson 124 E Broadway Blvd Tucson AZ 85701	Sam Barron	NO ✓
Jackson Employment Center 400 E 26th St Tucson AZ 85713	Cheryl Bakari	NO ✓
KQTL 2955 E Broadway Blvd Tucson AZ 85716	Araceli Espinoza	NO ✓
Pascua Yaqui Tribe 7474 S. Camino de Oeste Tucson, Az 85746	Carmen Thomas HR Director	NO ✓
Emanuel Grace Church 1440 Camino del Sierra Tucson Az 85713	Minister Charles Watkins	NO ✓



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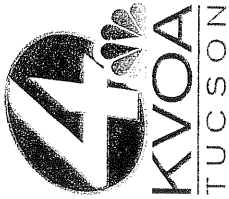
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Chicano/Hispanic Student Affairs
Economics 23
P.O. Box 210023
Tucson, AZ 85721





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LULAC
P.O. Box 2443
Tucson, AZ 85702

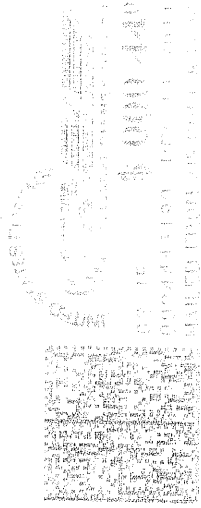




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Access Tucson
124 E. Broadway Blvd.
Tucson, AZ 85701





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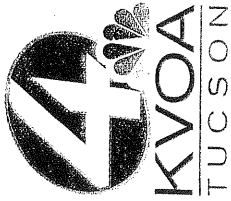
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kvoa.com

Jackson Employment Center
400 E. 26th St.
Tucson, AZ 85713





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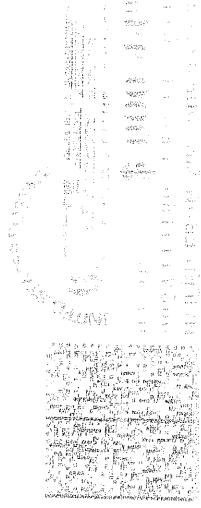
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KQTL

2955 E. Broadway Blvd.

Tucson, AZ 85716





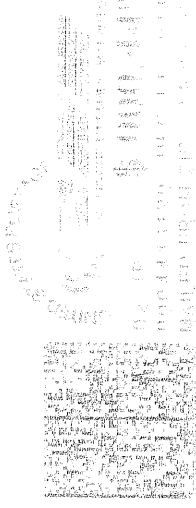
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Pascua Yaqui Tribe
7474 S. Camino De Oeste
Tucson, AZ 85746





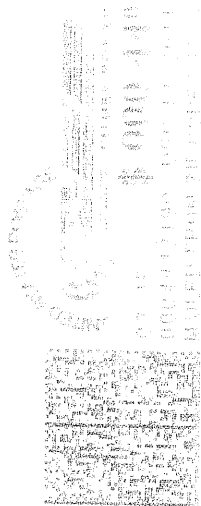
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Emmanuel Grace Church
1440 Camino Del Sierra
Tucson, AZ 85713



Recruitment Sources-Sister Stations

KXLF
1003 S Montana
Butte MO 59701

Pat Cooney
General Manager
FAX: 406-782-8906 ✓
Tel: 406-496-8400

KRTV
Hwy 87 PO Box 2989
Great Falls MO 59404

Jon Saunders
General Manager
FAX: 406-791-5479 ✓
Tel: 406-453-2431

KPAX
PO Box 4827
Missoula MO 59801

Bob Hermes
General Manager
FAX: 406-543-7111 ✓
Tel: 406-543-7106

KTVQ
Box 2557
Billings MO 59103

Monty Wallis
General Manager
FAX: 406-252-9938 ✓
Tel: 406-252-5611

KOAA
2200 7TH Ave
Pueblo CO 81003

Evie Hudson
Business Manager
FAX: 719-295-6685 ✓
Tel: 719-544-5781

KATC
PO Box 63333
Lafayette LA 70506

Kathy Schexnayder
Business Manager
FAX: 337-235-9363 ✓
Tel: 337-235-3333

KRIS
409 Staples St
Corpus Christi TX 78401

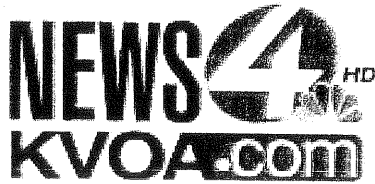
Alice Galindo
Business Manager
FAX: 361-885-3773 ✓
Tel: 361-886-6100

WLEX
PO Box 1457
Lexington KY 40591

Sandy Byron
Business Manager
FAX: 859-254-1272 ✓
Tel: 859-226-7600

KSBY
1772 Calle Joaquin
San Luis Obispo CA 93405

Rebecca Paxton
Business Manager
FAX: 805-541-5142 ✓
Tel: 805-541-6666



CREATIVE SERVICES PRODUCER

KVOA-TV(NBC) in Tucson, AZ has an opening for a Promotion Producer in the Creative Services Department. You must be able to do it all...write, shoot & edit...and hopefully, you'll be *great* in at least one of the three! Requirements include strong creative writing skills, the ability to shoot video on-location, lift & carry necessary equipment, proficiency editing on Final Cut Pro and knowledge of ENPS is a plus. Candidate should be able to work quickly to meet deadlines. Interested applicants should send resume, demo reel(or link) and cover letter to:

Jeff Clemons
KVOA-TV Creative Services Director
209 W. Elm Street
Tucson, Arizona 85705
jclemons@kvoa.com

NO PHONE CALLS PLEASE.
KVOA IS AN EQUAL OPPORTUNITY EMPLOYER.
PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.
MOTOR VEHICLE RECORD REQUIRED.



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Studios at 209 W. Elm Street, 85705-6538

www.kvoa.com

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Pat Cooney	FROM:	Gabriella Trejo
FAX:	406-782-8906	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

P.T. Graphic Artist

Creative Services Producer

Design Director

Thank you,

Gabriella Trejo

Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:22AM	Fax Sent	14067828906	1:23 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Jon Saunders	FROM:	Gabriella Trejo
FAX:	406-791-5479	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">P.T. Graphic Artist Creative Services Producer Design Director</div> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:29AM	Fax Sent	14067915479	1:24 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Bob Hermes	FROM:	Gabriella Trejo
FAX:	406-543-7111	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
--------	--------------	------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:31AM	Fax Sent	14065437111	1:27 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Monty Wallis	FROM:	Gabriella Trejo
FAX:	406-252-9938	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">P.T. Graphic Artist Creative Services Producer Design Director</div> Thank you, Gabriella Trejo Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:34AM	Fax Sent	14062529938	1:23 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Evie Hudson	FROM:	Gabriella Trejo
FAX:	719-295-6685	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

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Creative Services Producer

Design Director

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Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:37AM	Fax Sent	17192956685	1:45 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Kathy Schexnayder	FROM:	Gabriella Trejo
FAX:	337-235-9363	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">P.T. Graphic Artist Creative Services Producer Design Director</div> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:41AM	Fax Sent	13372359363	1:23 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Alice Galindo	FROM:	Gabriella Trejo
FAX:	361-885-3773	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
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Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

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P.T. Graphic Artist

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Design Director

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:43AM	Fax Sent	13618853773	1:23 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Sandy Byron	FROM:	Gabriella Trejo
FAX:	859-254-1272	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

P.T. Graphic Artist

Creative Services Producer

Design Director

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:46AM	Fax Sent	18592541272	1:22 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Rebecca Paxton	FROM:	Gabriella Trejo
FAX:	805-541-5142	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">P.T. Graphic Artist Creative Services Producer Design Director</div> Thank you, Gabriella Trejo Payroll Clerk

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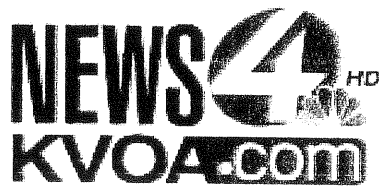
Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:49AM	Fax Sent	18055415142	1:39 N/A	4	OK

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Fax		
Dept of Economic Security 5441 E 22nd St Tucson AZ 85711	Olga Pinedo FAX: 584-9567 Tel: 584-8172	YES ✓
Gospel Rescue Mission 312 W 28th St Tucson, Az 85713	Jenny Coverdale FAX: 622-8585 Tel: 622-3495	YES ✓
Pima Community College 4905 C E Broadway Blvd Tucson Az 85711	Mary Holmes FAX: 206-4566 Tel: 206-4596	YES ✓
Pima County One Stop Career Center 340 North Commerce Park Loop Tucson Az 85745	Donna Baker FAX: 798-0599 Tel: 798-0500	YES ✓
ACAP Job Assistance Center-Dept of the Army United States Army Intelligence Fort Huachuca AZ 85613	Angela Baker FAX: 520-533-7059 Tel: 520-533-5764	YES ✓
Arizona Commission of Indian Affairs 1400 W. Washington, Ste 300 Phoenix, AZ 85007	Lone Wells FAX: 602-542-3223 Tel: 602-542-3123	YES ✓



CREATIVE SERVICES PRODUCER

KVOA-TV(NBC) in Tucson, AZ has an opening for a Promotion Producer in the Creative Services Department. You must be able to do it all...write, shoot & edit...and hopefully, you'll be *great* in at least one of the three! Requirements include strong creative writing skills, the ability to shoot video on-location, lift & carry necessary equipment, proficiency editing on Final Cut Pro and knowledge of ENPS is a plus. Candidate should be able to work quickly to meet deadlines. Interested applicants should send resume, demo reel(or link) and cover letter to:

Jeff Clemons
KVOA-TV Creative Services Director
209 W. Elm Street
Tucson, Arizona 85705
jclemons@kvoa.com

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DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Olga Pinedo	FROM:	Gabriella Trejo
FAX:	584-9567	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
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Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">P.T. Graphic Artist Creative Services Producer Design Director</div> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:52AM	Fax Sent	5849567	1:20 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Jenny Coverdale	FROM:	Gabriella Trejo
FAX:	622-8585	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:56AM	Fax Sent	6228585	1:25 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Mary Holmes	FROM:	Gabriella Trejo
FAX:	206-4566	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	9:58AM	Fax Sent	2064566	1:23 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Donna Baker	FROM:	Gabriella Trejo
FAX:	798-0599	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

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Design Director

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	10:01AM	Fax Sent	7980599	1:24 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Angela Baker	FROM:	Gabriella Trejo
FAX:	520-533-7059	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	10:04AM	Fax Sent	15205337059	1:20 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	December 14, 2011	PAGES:	4 pages including Coversheet
TO:	Lone Wells	FROM:	Gabriella Trejo
FAX:	602-542-3223	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
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Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

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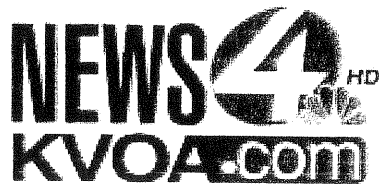
Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Dec 14	10:06AM	Fax Sent	16025423223	1:22 N/A	4	OK

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Recruitment Sources	CONTACT	ENTITLED TO NOTIFICATION
E-Mail		
Chicanos Por La Causa-Employment Specialist 200 N Stone Ave Tucson AZ 85701	Lola Benitez FAX : 884-9007 TEL: 882-0018 EXT#279 lola.benitez@cplc.org	YES ✓
NAACP Tucson Branch 2160 N 6TH Ave Tucson AZ 85705	Clarence Boykins TEL: 622-8277 CLARENCE540@AOL.COM	YES ✓
Tucson Urban League 2305 S Park Ave Tucson AZ 85713	Donna Baker FAX: 623-9364 TEL: 791-9522 dbakerx@csd.pima.gov	YES ✓
Tucson Indian Center 705 N Main Ave Tucson AZ 85705	Benny M McCabe FAX: 884-0240 TEL: 884-7131 Benmcabe@hotmail.com	YES ✓
National Association of Hispanic Journalists 1000 National Press Bld 529 14st MW Washington DC 20045-2001	NAHJ Job Bank TEL: 202-662-7168 FAX: 202-662-7144 Jobbank@nahj.org	YES ✓
Family Support Center 3500 S.Craycroft Rd. Bldg.3210 Davis-Monthan AFB, AZ 85707	Regan Mendina-Pellow/USAF ACC TEL: 228-5690 FAX: 228-5622 Regan.Mendina-Pellow@dm.af.mil	YES ✓
Fred G Acosta Job Center 901 S Campbell Ave Tucson AZ 85719	Joe Romano TEL: 879-9234 romano.joe@jobcorps.org	YES ✓
National Urban League 120 Wall Street New York, NY 10005	S Harris TEL: 212-558-5300 Sharris@nul.org	YES ✓
Goodwill Industries of So Arizona Inc. 1940 E. Silverlake #403 Tucson AZ 85713	Lisa Larivee TEL: 520-623-5174 ext.117 llarivee@goodwill-tucson.org	YES ✓
ITT Technical Institute 1455 W. River Rd. Tucson, AZ 85704	Jennifer Whicker TEL: 520-408-7488 <i>Idury</i> jwhicker@itt-tech.edu	YES ✓
P.H.A.S.E / YWCA 525 N. Bonita Ave. Tucson Az 85745	Liz Rabago TEL: 884-7810 lrabago@ywcatuson.org	used to fax/ requested email YES ✓



CREATIVE SERVICES PRODUCER

KVOA-TV(NBC) in Tucson, AZ has an opening for a Promotion Producer in the Creative Services Department. You must be able to do it all...write, shoot & edit...and hopefully, you'll be *great* in at least one of the three! Requirements include strong creative writing skills, the ability to shoot video on-location, lift & carry necessary equipment, proficiency editing on Final Cut Pro and knowledge of ENPS is a plus. Candidate should be able to work quickly to meet deadlines. Interested applicants should send resume, demo reel(or link) and cover letter to:

Jeff Clemons
KVOA-TV Creative Services Director
209 W. Elm Street
Tucson, Arizona 85705
jclemons@kvoa.com

NO PHONE CALLS PLEASE.
KVOA IS AN EQUAL OPPORTUNITY EMPLOYER.
PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.
MOTOR VEHICLE RECORD REQUIRED.

Gabriella Trejo

From: Gabriella Trejo
Sent: Tuesday, December 13, 2011 4:20 PM
To: 'lola.benitez@cplc.org'; 'clarence540@aol.com'; 'dbakerx@csd.pima.gov'; 'benmcabe@hotmail.com'; 'jobbank@nahj.org'; 'Mendina-Pellow, Regan Civ USAF ACC 355 FSS/FSFR'; 'romano.joe@jobcorps.org'; 'sharris@nul.org'; 'llarivee@goodwill-tucson.org'; 'Ideery@itt-tech.edu'; 'lrabago@ywcatuson.org'
Subject: (3) Job Openings
Attachments: CREATIVE SERVICES PRODUCER.doc; DESIGN DIRECTOR.doc; Graphic Artist Part-Time Job Posting.doc

Hello,

We currently have 3 job openings for the attached job descriptions:

Creative Services Producer
Design Director
P.T. Graphic Artist

Thank you,
Gabriella
Payroll Clerk

12/13/2011

Recruitment Sources	CONTACT	ENTITLED TO NOTIFICATION
E-Mail		
AWRT--Tucson Chapter katrina@adwiz.com		NO ✓
Brown Mackie College-- lisanchez@brownmackie.edu		NO ✓
Tucson Advertising Federation membership@aافتucson.org		NO ✓

Gabriella Trejo

From: Gabriella Trejo
Sent: Tuesday, December 13, 2011 4:20 PM
To: 'Katrina Noble'; 'Sanchez, Liliana'; 'membership@aaftucson.org'
Subject: (3) Job Openings
Attachments: CREATIVE SERVICES PRODUCER.doc; DESIGN DIRECTOR.doc; Graphic Artist Part-Time Job Posting.doc

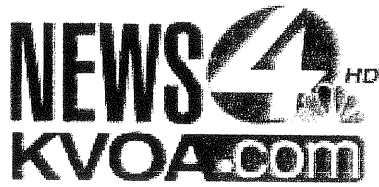
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12/13/2011

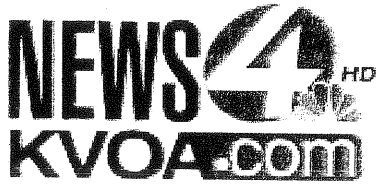


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